PURCHASING VIEW

CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 09/26/2023

Requisition Number: (8 characters)

Requestor Name: Brent Sloat

Requestor Phone Number: 608-266-4777

Requestor Email: bsloat@cityofmadison.com

Fund: 1100 GENERAL

Agency: 30 FIRE

Major:

- [ ] 53*** Supplies/Goods
- [ ] 541** Utilities
- [ ] 542** Building/Facility Maintenance/Repair
- [ ] 543** Software/Equipment Maintenance/Repair
- [ ] 544** Public Works Maintenance/Repair
- [ ] 545** Training/HR-Related Services
- [x] 546** Consulting/Professional Services
- [ ] 548** Grants/Loans/Insurance/Other Services

Total Purchase Amount: $140,300.00

Vendor Name: University of Wisconsin Medical Foundation, Inc.

Product/Service Description: Fire Department Medical Director

- [ ] **$50,000 and UNDER**
  This form will be sent to the Purchasing Supervisor for review.
- [x] **OVER $50,000**
  Complete this form and draft a resolution using the sample resolutions provided by the City Attorney to your Budget Analyst. **Your resolution will not be added to the Finance Committee agenda without this form.**

Check the box(es) for the exception criteria you feel are applicable:

- [ ] 1. Public exigency (emergency) will not permit the delay incident to advertising or other competitive processes.
- [ ] 2. The services or goods required are available from only one person or firm (i.e., **true** sole source).
- [ ] 3. The services are for professional services to be provided by attorneys.
- [ ] 4. The services are to be rendered by a university, college, or other educational institution.
- [ ] 5. No acceptable bids have been received after formal advertising.
- [ ] 6. Service fees are established by law or professional code.

- [x] 7. A particular consultant has provided services to the City on a similar or continuing project in the recent past, and it would be economical to the City on the basis of time and money to retain the same consultant.
- [ ] 8. Otherwise authorized by law, rule, resolution, or regulation. Explain:

- [ ] If procurement is being paid with Federal or State grant funds, the vendor was identified by name in the approved Grant Application. (OPTIONAL)

REASON FOR REQUEST

WHY A COMPETITIVE SELECTION PROCESS CANNOT BE USED:
Provide **detailed** explanation below. For a true sole source, provide all information to explain why this product or service can only be purchased from this vendor. For one-of-a-kind items not sold through distributors, explain the unique performance features of the product requested that are not available from any other product. For services, detail the unique qualifications this vendor possesses, or other reason(s) that meet the criteria selected above. Identify specific, measurable factors and qualifications.

The University of Wisconsin Medical Foundation (UWMF) has provided the Madison Fire Department (MFD) with state mandated medical director services for the past 13 years. The original contract term was January 1, 2011 through December 31, 2013 with the option for 10 annual automatic renewals through December 31, 2023. MFD and UWMF have a verbal agreement to extend the contract through 2024 at the original contract price of $140,300 with the understanding that MFD will go out to bid for medical director services beyond 2024. A resolution will be introduced to council to authorize the non-competitive extension through 2024.

COMMENTS REGARDING PURCHASES OVER $50,000

The City of Madison has paid $1,199,384.16 to the University of Wisconsin Medical Foundation, Inc. since 2015. Most of that ($1,122,400) is from this annual contract for $140,300 for the Madison Fire Department Medical Director, which has always been non-competitively selected. The remaining amount ($76,984.16) is composed of many small transactions that are each below the threshold requiring competitive selection.

Date: 09/27/2023

Submit